

### 3- Year Technology Plan Guideline

(This coversheet must be filled out completely and sent with the Plan)

(Fill in all highlighted areas)

Corp#: \_\_\_\_\_

Corp Name: \_\_\_\_\_

New Plan Period: 7/1/10 to 06/30/13

Contact Name: \_\_\_\_\_

Creation date of Technology Plan Draft:

Phone: (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_

\_\_\_\_\_  
(Date your plan was  
first written – before filing your E-Rate 470  
in any year)

E-Mail: \_\_\_\_\_

#### Description

Section I - A **corporation overview** that is aligned with local corporation initiatives  
(**not more than three pages**) that addresses:

1. The school corporation's technology vision, mission and goals.
  - The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
  - What technology vision, mission, and goals have you identified in your library service or school improvement plan?
  - What accompanying strategies have already been identified to reach those goals?
2. The corporation's current technology infrastructure and infrastructure plans.
  - What is your present state of technology?
  - What do you have and what do you hope to have in the near future. (Be specific)
3. How will technology be used to support teaching and learning?
  - What specific telecommunications and information technologies (such as access to the Internet, access to remote databases, distance learning, etc.) are useful in helping you reach your goals?
  - What are the specific resources (e.g., trainers, selected curricular software, Internet access, link to subscribed databases, etc.) that you plan to help reach your goals for improved teaching and learning or improved library service?
4. What are your telecommunication services that fall outside of basic telephone services?
  - Such as PBX, VOIP, Centrex, etc...)
  - If you are not using such services, please indicate.

Who completed the Corporations Overview : \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Persons Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Section II - An **individualized building plan**, for each building in the corporation, that is aligned with local PL221 plans (**not more than three pages per building**) that includes:

1. A description of how the school will integrate technology and the Internet into the curriculum;
  - What technology tools will students use in the different academic areas to complete various projects?
2. A description of the professional development strategies to be used in providing in-service to teachers and staff;
  - The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.
  - What are the specific professional development plans over the next three years?
  - How will professional development take place? (E.g. classes, individualized instruction, summer institute, etc...)
  - Who is responsible for coordinating the professional development?
3. A process of how the need for the Internet, telecommunication and other technology in the school will be assessed;
  - The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
  - You should describe the process for determining the need for telecommunications, the Internet and other technologies.
  - Who decides what you need, who will participate in the assessment and what will be assessed?
  - What are the assessment measures (benchmarks) and how will they be assessed? (strategies)
  - How often will they be assessed?
  - Who is in charge of coordinating the assessment?
4. A strategy of how the **overall program** will continuously be assessed and evaluated;
  - What is the process for evaluating the plan?
  - Who is in charge of the process?
  - How often will the process take place?
  - What strategies will be used to determine whether the plan is working or not?
  - **The one year update should be used to monitor progress and make mid-course corrections in response to new developments and opportunities as they arise.**

Who completed each of the building plans: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Make as many copies of this page as you need.**

Section III - The amount budgeted **EACH YEAR** for technology.

	2010-11	2011-12	2012-13
Hardware:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Software:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Professional Development:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Telecommunications	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

This plan must provide a sufficient budget to acquire and support the E-Rate non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement your strategies.

The Treasurer has to sign the budget stating that the corporation and the individual buildings are making plans that can actually be carried out financially.

Treasurer:  Date:

**The Superintendent has reviewed this Technology plan and to the best of his/her ability, will see that it is carried out.**

Signed:  Date:

Please submit your technology plan to:  
Mark Broderick  
Center for Information Systems  
Indiana Department of Education  
151 W. Ohio Street  
Indianapolis, IN 46204-2798  
or Fax to: 317-232-9121  
or E-Mail to: broderic@doe.in.gov

Every school corporation must have an approved current three-year technology plan. In accordance with Indiana Code Title 20 Chapter 20:

**IC 20-20-13-7**

**Technology plan**

Sec. 7. (a) Notwithstanding any other law, a school corporation is not entitled to:

- (1) receives any money under this chapter or IC 20-20-15;
- (2) use money from the school corporation's capital projects fund for educational technology equipment under IC 21-2-15-4; or
- (3) Receive an advance from the common school fund for an educational technology program under IC 21-1-5; unless the school corporation develops a three (3) year technology plan.